

Administrative Tribunals Support Service of Canada

Statement of Management Responsibility Including Internal Control Over Financial Reporting

Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2024, and all information contained in these financial statements rests with the management of the Administrative Tribunals Support Service of Canada (ATSSC). These financial statements have been prepared by management using the Government of Canada's accounting policies, which are based on Canadian public sector accounting standards.

Management is responsible for the integrity and objectivity of the information in these financial statements. Some of the information in the financial statements is based on management's best estimates and judgment, and gives due consideration to materiality. To fulfill its accounting and reporting responsibilities, management maintains a set of accounts that provides a centralized record of the ATSSC's financial transactions. Financial information submitted in the preparation of the Public Accounts of Canada, and included in the ATSSC's Departmental Results Report, is consistent with these financial statements.

Management is also responsible for maintaining an effective system of internal control over financial reporting (ICFR) designed to provide reasonable assurance that financial information is reliable, that assets are safeguarded and that transactions are properly authorized and recorded in accordance with the Financial Administration Act and other applicable legislation, regulations, authorities and policies.

Management seeks to ensure the objectivity and integrity of data in its financial statements through careful selection, training and development of qualified staff; through organizational arrangements that provide appropriate divisions of responsibility; through communication programs aimed at ensuring that regulations, policies, standards, and managerial authorities are understood throughout the ATSSC, and through conducting an annual risk-based assessment of the effectiveness of the system of ICFR.

The system of ICFR is designed to mitigate risks to a reasonable level based on an ongoing process to identify key risks, to assess the effectiveness of associated key controls, and to make any necessary adjustments. A risk-based assessment of the system of ICFR for the year ended March 31, 2024 was completed in accordance with the Treasury Board Policy on Financial Management and the results and action plans are summarized in the annex.

The financial statements of the ATSSC have not been audited.

Orlando Da Silva, LSM
Chief Administrator

Stéphane Lavigne, CPA
Chief Financial Officer

Ottawa, Canada
September 13, 2024

Administrative Tribunals Support Service of Canada

Statement of Financial Position (Unaudited)

As at March 31

(in dollars)	2024	2023
Liabilities		
Accounts payable and accrued liabilities (note 5)	9,204,390	8,618,523
Vacation pay and compensatory leave	5,061,168	5,217,531
Employee future benefits (note 6)	1,396,866	2,123,059
Total liabilities	15,662,424	15,959,113
Financial assets		
Due from Consolidated Revenue Fund	3,508,194	3,532,101
Accounts receivable and advances (note 7)	11,065,961	10,797,992
Total financial assets	14,574,155	14,330,093
Departmental net debt	1,088,269	1,629,020
Non-financial assets		
Prepaid expenses	372,527	414,155
Tangible capital assets (note 9)	9,649,065	7,570,711
Total non-financial assets	10,021,592	7,984,866
Departmental net financial position	8,933,323	6,355,846

Contractual obligations (note 10)

The accompanying notes form an integral part of the financial statements.

Orlando Da Silva, LSM
Chief Administrator

Stéphane Lavigne, CPA
Chief Financial Officer

Ottawa, Canada
September 13, 2024

Administrative Tribunals Support Service of Canada

Statement of Operations and Departmental Net Financial Position (*Unaudited*)

<i>(in dollars)</i>	Planned Results 2023–24	For the Year Ended March 31, 2024	For the Year Ended March 31, 2023
Expenses			
Support services and facilities to federal administrative tribunals and their members	99,616,905	105,602,336	100,771,369
Internal services	28,960,737	30,473,226	27,663,147
Total expenses	128,577,642	136,075,561	128,434,516
Revenues (note 4)			
Recovery of costs from the Employment Insurance Account	19,170,376	20,172,065	16,422,511
Recovery of costs from the Canada Pension Plan	21,920,670	20,331,465	19,424,033
Miscellaneous revenues	410	590	107
Revenues earned on behalf of Government - Employment Insurance Account	(1,852,741)	(3,442,238)	(2,937,690)
Revenues earned on behalf of Government - Canada Pension Plan	(2,118,547)	(3,544,858)	(3,429,677)
Revenues earned on behalf of Government - Other	(410)	(590)	(107)
Total revenues	37,119,758	33,516,434	29,479,177
Net cost of operations before government funding and transfers	91,457,884	102,559,127	98,955,339
Government funding and transfers			
Net cash provided by Government		88,185,239	79,680,754
Change in due from Consolidated Revenue Fund		(23,906)	2,750,687
Services provided without charge by other government departments (note 11)		16,897,060	17,125,741
Transfer of overpayment to other government departments		78,212	4,380
Total government funding and transfers		105,136,605	99,561,562
Net cost (revenue) of operations after government funding and transfers		(2,577,477)	(606,223)
Departmental net financial position - Beginning of year		6,355,846	5,749,623
Departmental net financial position - End of year		8,933,323	6,355,846

Segmented information (note 12)

The accompanying notes form an integral part of the financial statements.

Administrative Tribunals Support Service of Canada

Statement of Change in Departmental Net Debt (Unaudited)

<i>(in dollars)</i>	For the Year Ended March 31, 2024	For the Year Ended March 31, 2023
Net cost (revenue) of operations after government funding and transfers	(2,577,477)	(606,223)
Change due to tangible capital assets		
Acquisition of tangible capital assets (note 9)	4,606,499	2,715,143
Amortization of tangible capital assets (note 9)	(2,256,023)	(2,250,812)
Net (loss) or gain on disposal of tangible capital assets	(272,121)	(18,001)
Total change due to tangible capital assets	2,078,355	446,330
Change due to prepaid expenses	(41,628)	101,859
Net increase in net financial assets	(540,750)	(58,034)
Departmental net debt - Beginning of year	1,629,020	1,687,055
Departmental net debt - End of year	1,088,269	1,629,020

The accompanying notes form an integral part of the financial statements.

Administrative Tribunals Support Service of Canada

Statement of Cash Flows (*Unaudited*)

<i>(in dollars)</i>	For the	For the
	Year Ended March 31, 2024	Year Ended March 31, 2023
Operating activities		
Net cost of operations before government funding and transfers	102,559,128	98,955,339
Non-cash items:		
Amortization of tangible capital assets (note 9)	(2,256,023)	(2,250,812)
Net (loss) or gain on disposal of tangible capital assets	(272,121)	(18,001)
Services provided without charge by other government departments (note 11)	(16,897,060)	(17,125,741)
Transfer of overpayment to other government departments	(78,212)	(4,380)
Variations in Statement of Financial Position:		
Increase (decrease) in accounts receivable and advances	267,969	(636,819)
Increase (decrease) in prepaid expenses	(41,628)	101,859
Decrease (increase) in accounts payable and accrued liabilities	(585,867)	(2,152,559)
Decrease (increase) in vacation pay and compensatory leave	156,363	99,608
Decrease (increase) in employee future benefits	726,192	(2,883)
Cash used in operating activities	83,578,741	76,965,611
Capital investing activities		
Acquisition of tangible capital assets (note 9)	4,606,499	2,715,143
Cash used in capital investing activities	4,606,499	2,715,143
Net cash provided by Government of Canada	88,185,239	79,680,754

The accompanying notes form an integral part of the financial statements.

Administrative Tribunals Support Service of Canada

Notes to the Financial Statements (*Unaudited*)

For the Year ended March 31, 2024

1. Authority and objectives

The Administrative Tribunals Support Service of Canada (ATSSC) was established with the coming into force on November 1, 2014, of the *Administrative Tribunals Support Service of Canada Act*. Through the Act, the ATSSC is responsible for providing support services and facilities to 12 federal administrative tribunals by way of a single, integrated organization. Additionally, the ATSSC provides facilities and administrative support to the National Joint Council and supports the Environmental Protection Tribunal of Canada through a memorandum of understanding (MOU) with Environment and Climate Change Canada.

These services include the specialized services required to support the mandate of each tribunal (e.g., registry, research and analysis, legal and other case and mandate specific work), as well as internal services (e.g., human resources, financial services, information management and technology, accommodation, security and communications).

The 12 tribunals are:

(through the ATSSC Act)

- Canada Agricultural Review Tribunal
- Canada Industrial Relations Board
- Canadian Cultural Property Export Review Board
- Canadian Human Rights Tribunal
- Canadian International Trade Tribunal
- Competition Tribunal
- Public Servants Disclosure Protection Tribunal
- Federal Public Sector Labour Relations and Employment Board
- Social Security Tribunal
- Specific Claims Tribunal
- Transportation Appeal Tribunal of Canada

(through a MOU with Environment and Climate Change Canada)

- Environmental Protection Tribunal of Canada

The ATSSC has two core responsibilities:

Support services and facilities to federal administrative tribunals and their members

The ATSSC is responsible for providing support services required by each tribunal by way of a single, integrated organization.

Internal services

Internal services are the services that are provided within a department so that it can meet its corporate obligations and deliver its programs. There are 10 categories of internal services:

- management and oversight services
- communications services
- legal services
- human resources management services
- financial management services
- information management services
- information technology services
- real property management services
- materiel management services
- acquisition management services

Administrative Tribunals Support Service of Canada

Notes to the Financial Statements (*Unaudited*)

For the Year ended March 31, 2024

2. Summary of significant accounting policies

These financial statements are prepared using the Government's accounting policies stated below, which are based on Canadian public sector accounting standards. The presentation and results using the stated accounting policies do not result in any significant differences from Canadian public sector accounting standards.

Significant accounting policies are as follows:

(a) Parliamentary authorities

The ATSSC is financed by the Government of Canada through Parliamentary authorities. Financial reporting of authorities provided to the ATSSC do not parallel financial reporting according to generally accepted accounting principles since authorities are primarily based on cash flow requirements. Consequently, items recognized in the Statement of Operations and Departmental Net Financial Position and in the Statement of Financial Position are not necessarily the same as those provided through authorities from Parliament. Note 3 provides a reconciliation between the bases of reporting. The planned results amounts in the "Expenses" and "Revenues" sections of the Statement of Operations and Departmental Net Financial Position are the amounts reported in the Future-oriented Statement of Operations included in the 2023-24 Departmental Plan. Planned results are not presented in the "Government funding and transfers" section of the Statement of Operations and Departmental Net Financial Position and in the Statement of Change in Departmental Net Debt because these amounts were not included in the 2023-24 Departmental Plan.

(b) Net cash provided by Government

The ATSSC operates within the Consolidated Revenue Fund (CRF), which is administered by the Receiver General for Canada. All cash received by the ATSSC is deposited to the CRF, and all cash disbursements made by the ATSSC are paid from the CRF. The net cash provided by Government is the difference between all cash receipts and all cash disbursements, including transactions between departments of the Government.

(c) Due from or to the CRF

Amounts due from or to the CRF are the result of timing differences at year-end between when a transaction affects authorities and when it is processed through the CRF. Amounts due from the CRF represent the net amount of cash that the ATSSC is entitled to draw from the CRF without further authorities to discharge its liabilities.

(d) Revenues

All revenues are recognized in the period the event giving rise to the revenues occurred. Revenues that are non-respendable are not available to discharge the ATSSC's liabilities. While the department head is expected to maintain accounting control, he or she has no authority regarding the disposition of non-respendable revenues. As a result, non-respendable revenues are considered to be earned on behalf of the Government of Canada and are therefore presented as a reduction of the ATSSC's gross revenues.

(e) Expenses

Expenses are recorded on the accrual basis.

- (i) Vacation pay and compensatory leave are accrued as the benefits are earned by employees under their respective terms of employment.
- (ii) Services provided without charge by other government departments for accommodation and employer contributions to the health and dental insurance plans are recorded as operating expenses at their carrying value.

(f) Employee future benefits

- (i) Pension benefits: Eligible employees participate in the Public Service Pension Plan, a multi-employer pension plan administered by the Government. The ATSSC's contributions to the Plan are charged to expenses in the year incurred and represent the total ATSSC obligation to the Plan. The ATSSC's responsibility with regard to the Plan is limited to its contributions. Actuarial surpluses or deficiencies are recognized in the financial statements of the Government of Canada, as the Plan's sponsor.
- (ii) Severance benefits: The accumulation of severance benefits for voluntary departures ceased for applicable employee groups. The remaining obligation for employees who did not withdraw benefits is calculated using information derived from the results of the actuarially determined liability for employee severance benefits for the Government as a whole.

Administrative Tribunals Support Service of Canada

Notes to the Financial Statements (*Unaudited*)

For the Year ended March 31, 2024

2. Summary of significant accounting policies (continued)

(g) Accounts receivable

Accounts receivable are initially recorded at cost. When necessary, an allowance for valuation is recorded to reduce the carrying value of accounts receivable to amounts that approximate their net recoverable value.

(h) Non-financial assets

The costs of acquiring equipment and other capital property are capitalized as tangible capital assets and are amortized to expense over the estimated useful lives of the assets, as described in Note 9. All tangible capital assets and leasehold improvements having an initial cost of \$10,000 or more are recorded at their acquisition cost. Tangible capital assets do not include immovable assets located on reserves as defined in the *Indian Act*, works of art, museum collection and Crown land to which no acquisition cost is attributable; and intangible assets.

(i) Measurement uncertainty

The preparation of these financial statements requires management to make estimates and assumptions that affect the reported and disclosed amounts of assets, liabilities, revenues and expenses reported in the financial statements and accompanying notes at March 31. The estimates are based on facts and circumstances, historical experience, general economic conditions and reflect the Government's best estimate of the related amount at the end of the reporting period. The most significant items where estimates are used are the liability for employee future benefits and the useful life of tangible capital assets. Actual results could significantly differ from those estimated. Management's estimates are reviewed periodically and, as adjustments become necessary, they are recorded in the financial statements in the year they become known.

(j) Related party transactions

Related party transactions, other than inter-entity transactions, are recorded at the exchange amount.

Inter-entity transactions are transactions between commonly controlled entities. Inter-entity transactions, other than restructuring transactions, are recorded on a gross basis and are measured at the carrying amount, except for the following:

- (i) Services provided on a recovery basis are recognized as revenues and expenses on a gross basis and measured at the exchange amount.
- (ii) Certain services received on a without-charge basis are recorded for departmental financial statement purposes at the carrying amount.

Administrative Tribunals Support Service of Canada

Notes to the Financial Statements (Unaudited)

For the Year ended March 31, 2024

3. Parliamentary authorities

The ATSSC receives its funding through annual parliamentary authorities. Items recognized in the Statement of Operations and Departmental Net Financial Position and the Statement of Financial Position in one year may be funded through parliamentary authorities in prior, current or future years. Accordingly, the ATSSC has different net results of operations for the year on a government funding basis than on an accrual accounting basis. The differences are reconciled in the following tables:

(a) Reconciliation of net cost of operations to current year authorities used

<i>(in dollars)</i>	2024	2023
Net cost of operations before government funding and transfers	102,559,128	98,955,339
<i>Adjustments for items affecting net cost of operations but not affecting authorities:</i>		
Services provided without charge by other government departments	(16,897,060)	(17,125,741)
Amortization of tangible capital assets	(2,256,023)	(2,250,812)
Gain (loss) on disposal of tangible capital assets	(272,121)	(18,001)
Decrease (increase) in vacation pay and compensatory leave	156,363	99,608
Decrease (increase) in employee future benefits	726,192	(2,883)
Refunds / Adjustments to previous years' expenses	19,633	76,740
Total items affecting net cost of operations but not affecting authorities	(18,523,016)	(19,221,089)
<i>Adjustments for items not affecting net cost of operations but affecting authorities:</i>		
Acquisition of tangible capital assets	4,606,499	2,715,143
Increase (decrease) in prepaid expenses	(41,628)	101,859
Increase (decrease) in accountable advances	91,580	44,174
Total items not affecting net cost of operations but affecting authorities	4,656,450	2,861,176
Current year authorities used	88,692,561	82,595,426

(b) Authorities provided and used

<i>(in dollars)</i>	2024	2023
Authorities provided:		
Vote 1 - Program expenditures	77,800,749	72,920,325
Statutory – Contributions to employee benefit plans	13,135,088	11,861,206
Statutory – Spending of proceeds from the disposal of surplus Crown assets	489	1,250
Total authorities provided	90,936,326	84,782,781
Less:		
Lapsed: Operating	(2,243,311)	(2,187,319)
Authorities available for future years	(454)	(36)
Current year authorities used	88,692,561	82,595,426

Administrative Tribunals Support Service of Canada

Notes to the Financial Statements (*Unaudited*)

For the Year ended March 31, 2024

4. Revenues

The ATSSC has the following major types of revenues: Recovery of costs from the Employment Insurance Account and from the Canada Pension Plan, miscellaneous revenues and revenues earned on behalf of Government. The ATSSC is partially funded by vote-netted revenue (a cost recovery mechanism), for the operations of the Social Security Tribunal Secretariat. Miscellaneous revenues include the sale of crown assets, valuation gain and access to information and privacy requests.

<i>(in dollars)</i>	2024	2023
Recovery of costs from the Employment Insurance Account	20,172,065	16,422,511
Recovery of costs from the Canada Pension Plan	20,331,465	19,424,033
Miscellaneous revenues	590	107
Revenues earned on behalf of Government - Employment Insurance Account	(3,442,239)	(2,937,690)
Revenues earned on behalf of Government - Canada Pension Plan	(3,544,858)	(3,429,677)
Revenues earned on behalf of Government - Other	(590)	(107)
Total revenues	33,516,433	29,479,177

5. Accounts payable and accrued liabilities

The following table presents details of the ATSSC's accounts payable and accrued liabilities:

<i>(in dollars)</i>	2024	2023
Accounts payable - Other government departments and agencies	1,359,182	1,345,720
Accounts payable - External parties	2,893,048	1,959,541
Total accounts payable	4,252,230	3,305,261
Accrued liabilities	4,952,160	5,313,262
Total accounts payable and accrued liabilities	9,204,390	8,618,523

6. Employee future benefits

(a) Pension benefits

The ATSSC's employees participate in the Public Service Pension Plan (the "Plan"), which is sponsored and administered by the Government of Canada. Pension benefits accrue up to a maximum period of 35 years at a rate of 2 percent per year of pensionable service, times the average of the best five consecutive years of earnings. The benefits are integrated with Canada/Quebec Pension Plans benefits and they are indexed to inflation.

Both the employees and the ATSSC contribute to the cost of the Plan. Due to the amendment of the *Public Service Superannuation Act* following the implementation of provisions related to the Economic Action Plan 2012, employee contributors have been divided into two groups – Group 1 relates to existing plan members as of December 31, 2012, and Group 2 relates to members joining the Plan as of January 1, 2013. Each group has a distinct contribution rate.

The 2023-24 expense amounts to \$7,777,285 (\$7,748,926 in 2022–23). For Group 1 members, the expense represents approximately 1.02 times (1.02 times for 2022–23) the employee contributions and, for Group 2 members, approximately 1.00 times (1.00 times for 2022-23) the employee contributions.

The ATSSC's responsibility with regard to the Plan is limited to its contributions. Actuarial surpluses or deficiencies are recognized in the Consolidated Financial Statements of the Government of Canada, as the Plan's sponsor.

Administrative Tribunals Support Service of Canada

Notes to the Financial Statements (*Unaudited*)

For the Year ended March 31, 2024

(b) *Severance benefits*

Severance benefits provided to the ATSSC's employees were previously based on an employee's eligibility, years of service and salary at termination of employment. However, since 2011 the accumulation of severance benefits for voluntary departures progressively ceased for substantially all employees. Employees subject to these changes were given the option to be paid the full or partial value of benefits earned to date or collect the full or remaining value of benefits upon departure from the public service. By March 31, 2024, all settlements for immediate cash out were completed. Severance benefits are unfunded and, consequently, the outstanding obligation will be paid from future authorities.

The changes in the obligations during the year were as follows:

(in dollars)	2024	2023
Accrued benefit obligation, beginning of year	2,123,059	2,120,176
Expense for the year	(647,954)	132,399
Benefits paid during the year	(78,239)	(129,516)
Accrued benefit obligation, end of year	1,396,866	2,123,059

7. Accounts receivable and advances

The following table presents details of the ATSSC's accounts receivable and advances balances:

(in dollars)	2024	2023
Accounts receivable - Other government departments and agencies	5,558,949	5,036,290
Accounts receivable - External parties	5,491,993	5,749,690
Temporary advances	15,019	12,012
Total accounts receivable and advances	11,065,961	10,797,992

The following table provides an aging analysis of accounts receivable from external parties.

(in dollars)	2024	2023
Not past due	5,491,993	5,746,951
Number of days past due		
Over 365	-	2,739
Total accounts receivable and advances	5,491,993	5,749,690

8. Risk management

The ATSSC has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

(a) *Credit risk*

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in financial loss. The ATSSC's maximum exposure to credit risk at March 31, 2024, and March 31, 2023, is the carrying amount of its financial assets.

The ATSSC has determined that there is no significant concentration of credit risk related to accounts receivable from external parties. An analysis of the age of these financial assets and the associated valuation allowances used to reflect these accounts at their net recoverable value is disclosed in Note 7.

(b) *Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The ATSSC's market risk is comprised of the currency risk.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. The ATSSC has determined that there is no significant concentration of currency risk related to foreign denominated financial instruments.

(c) *Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting its obligations associated with financial liabilities. As the funding for the ATSSC's financial liabilities is drawn from the Consolidated Revenue Fund, its exposure to liquidity risk is fully mitigated.

Administrative Tribunals Support Service of Canada
Notes to the Financial Statements (Unaudited)
For the Year ended March 31, 2024

9. Tangible capital assets

Amortization of tangible capital assets is done on a straight-line basis over the estimated useful life of the asset as follows:

Asset Class	Amortization Period
Informatics hardware	3 years
Informatics software	3 to 10 years
Machinery and equipment	5 years
Other equipment, including furniture	10 years
Leasehold improvements	Lesser of the remaining term of lease or useful life of the improvement

Assets under construction are recorded in the applicable asset class in the year they are put into service and are not amortized until they are put into service.

Cost

<i>(in dollars)</i>	Opening Balance April 1, 2023	Acquisitions	Adjustments	Disposals and Write-Offs	Closing Balance, March 31, 2024
Informatics hardware	4,194,144	1,145,571	-	-	5,339,715
Informatics software	13,935,233	1,022,795	1,957,192	-	16,915,219
Leasehold improvements	10,820,085	1,272,054	1,912,344	-	14,004,483
Machinery and equipment	87,940	-	-	-	87,940
Other equipment, including furniture	2,300,392	-	-	-	2,300,392
Assets under construction	2,975,579	1,166,079	(3,869,536)	(272,121)	-
	34,313,373	4,606,499	-	(272,121)	38,647,750

Accumulated Amortization

<i>(in dollars)</i>	Opening Balance April 1, 2023	Amortization	Adjustments	Disposals and Write-Offs	Closing Balance, March 31, 2024
Informatics hardware	3,984,067	328,482	-	-	4,312,549
Informatics software	9,685,754	1,596,674	-	-	11,282,428
Leasehold improvements	10,694,635	322,743	-	-	11,017,378
Machinery and equipment	87,940	-	-	-	87,940
Other equipment, including furniture	2,290,266	8,125	-	-	2,298,390
	26,742,662	2,256,023	-	-	28,998,685

Net Book Value

<i>(in dollars)</i>	Opening Balance April 1, 2023	Closing Balance, March 31, 2024
Informatics hardware	210,077	1,027,166
Informatics software	4,249,479	5,632,792
Leasehold improvements	125,450	2,987,106
Machinery and equipment	-	-
Other equipment, including furniture	10,126	2,002
Assets under construction	2,975,579	-
	7,570,711	9,649,065

Administrative Tribunals Support Service of Canada

Notes to the Financial Statements (Unaudited)

For the Year ended March 31, 2024

10. Contractual obligations

The nature of the ATSSC's activities may result in some large multi-year contracts and obligations whereby the ATSSC will be obligated to make future payments in order to rent equipment and for professional services. Significant contractual obligations that can be reasonably estimated are summarized as follows:

<i>(in dollars)</i>	2024/25	2025/26	2026/27	2027/28 and subsequent	Total
Equipment rental and service contract	2,123,000	200,000	80,000	10,000	2,413,000
Total	2,123,000	200,000	80,000	10,000	2,413,000

11. Related party transactions

The ATSSC is related as a result of common ownership to all government departments, agencies, and Crown corporations. Related parties also include individuals who are members of key management personnel or close family members of those individuals, and entities controlled by, or under shared control of, a member of key management personnel or a close family member of that individual.

The ATSSC enters into transactions with these entities in the normal course of business and on normal trade terms. During the year, the ATSSC received common services which were obtained without charge from other government departments as disclosed below.

a) Common services provided without charge by other government departments

During the year, the ATSSC received services without charge from certain common service organizations, related to accommodation and the employer's contribution to the health and dental insurance plans. These services provided without charge have been recorded at the carrying value in the ATSSC's Statement of Operations and Departmental Net Financial Position as follows:

<i>(in dollars)</i>	2024	2023
Accommodation	8,927,840	10,009,441
Employer's contribution to the health and dental insurance plans	7,969,220	7,116,300
Total	16,897,060	17,125,741

The Government has centralized some of its administrative activities for efficiency, cost-effectiveness purposes and economic delivery of programs to the public. As a result, the Government uses central agencies and common service organizations so that one department performs services for all other departments and agencies without charge. The costs of these services, such as the payroll and cheque issuance services provided by Public Services and Procurement Canada and audit services provided by the Office of the Auditor General are not included in the ATSSC's Statement of Operations and Departmental Net Financial Position.

The ATSSC also received services without charge from Employment and Social Development Canada specifically for the administration of the Social Security Tribunal. These services are related to the administration of IT services and facilities for hearing.

(b) Other transactions with related parties

<i>(in dollars)</i>	2024	2023
Expenses - Other government departments and agencies	18,952,202	18,273,136
Revenues - Other government departments and agencies	20,124,649	16,422,511

Expenses and revenues disclosed in (b) exclude common services provided without charge, which are already disclosed in (a).

(c) Administration of programs on behalf of other government departments

Under a memorandum of understanding signed with Environment and Climate Change Canada on March 18, 2019, the ATSSC administers the Environmental Protection Tribunal of Canada. During the year, the ATSSC incurred expenses of \$370,452 (\$359,294 in 2022-2023) on behalf of Environment and Climate Change Canada. These expenses are reflected in the financial statements of Environment and Climate Change Canada and are not recorded in these financial statements.

Administrative Tribunals Support Service of Canada

Notes to the Financial Statements (Unaudited)

For the Year ended March 31, 2024

12. Segmented information

Presentation by segment is based on the ATSSC's core responsibilities. The presentation by segment is based on the same accounting policies as described in the Summary of significant accounting policies in note 2. The following table presents the expenses incurred and revenues generated for the core responsibilities, by major object of expense and by major type of revenue. The segment results for the period are as follows:

<i>(in dollars)</i>	Support services and facilities to federal administrative tribunals and their members	Internal services	2024	2023
Expenses				
Salaries and employee benefits	86,455,588	21,496,372	107,951,960	99,847,435
Accommodation	7,157,701	1,770,139	8,927,840	10,009,441
Professional and special services	5,506,744	2,982,335	8,489,079	8,889,362
Transportation and telecommunications	1,402,120	538,233	1,940,353	1,750,878
Rentals	1,854,950	1,497,362	3,352,312	3,031,563
Amortization of tangible capital assets	1,680,430	575,593	2,256,023	2,250,812
Acquisition of small equipment	200,543	576,611	777,154	736,427
Information	974,321	393,796	1,368,117	1,399,515
Materials and supplies	324,211	86,063	410,274	345,912
Repairs and maintenance	44,509	276,718	321,227	138,937
Utilities	-	896	896	-
Other	1,218	279,108	280,326	34,233
Total expenses	105,602,336	30,473,226	136,075,561	128,434,516
Revenues				
Recovery of costs from the Employment Insurance Account	18,763,851	1,408,214	20,172,065	16,422,511
Recovery of costs from the Canada Pension Plan	18,647,609	1,683,856	20,331,465	19,424,033
Miscellaneous revenues	-	590	590	107
Revenues earned on behalf of Government - Employment Insurance Account	(3,205,002)	(237,237)	(3,442,239)	(2,937,690)
Revenues earned on behalf of Government - Canada Pension Plan	(3,267,529)	(277,329)	(3,544,858)	(3,429,677)
Revenues earned on behalf of Government - Other	-	(590)	(590)	(107)
Total revenues	30,938,929	2,577,504	33,516,433	29,479,177
Net cost of operations before government funding and transfers	74,663,406	27,895,722	102,559,129	98,955,339

13. Comparative information

Certain comparative figures have been reclassified to conform to the current year's presentation. Specifically, the 2023-24 expenses reported in the Statement of Operations and Departmental Net Financial Position have been reclassified by core responsibility (see Note 1). The ATSSC's core responsibilities are set out in its Departmental Results Framework, in accordance with the Treasury Board Policy on Results.

14. Rounding

Due to rounding, figures may not add up to the totals shown.

Administrative Tribunals Support Service of Canada

Annex to the Statement of Management Responsibility Including Internal Control Over Financial Reporting (Unaudited)

For the Year ended March 31, 2024

1. Introduction

In support of an effective system of internal control, the ATSSC conducted self-assessments of key control areas that were identified to be assessed in the 2023-24 fiscal year for the period of 2022-23. A summary of the assessment results and action plan is provided in section 2.

The ATSSC will assess all key control areas over five (5) years. The assessment plan is provided in section 3.

2. Assessment results for the 2023-24 fiscal year

The ATSSC completed the assessment of key control areas as indicated in the following table. A summary of the results, action plans, and additional details are also provided.

Key control areas	Remediation required	Summary results and action plan
Receivables management	No	Internal controls are functioning as intended; no action plan required.
Year-end payables	Yes	One issue was identified. An action plan is in place and remediation is underway.
Contracting	Yes	Some issues were identified. An action plan is in place and remediation is underway.

The key control areas within year-end payables and contracting were, for the most part, functioning well and form an adequate basis for the organization’s system of internal control.

For year-end payables, an issue related to ensuring expenses were properly supported with proof of execution and cost was identified and corrective measures are being implemented.

With respect to contracting, some improvements in the controls for non-competitive and competitive procurement, contract management and proactive disclosure were recognized and have been addressed or have corrective measures underway.

3. Assessment plan

The ATSSC will assess the performance of its system of internal control by focusing on key control areas over a cycle of five years as shown in the following table.

Key control areas	2022-23 Fiscal year	2023-24 Fiscal year	2024-25 Fiscal year	2025-26 Fiscal year	2026-27 Fiscal year
Period assessed	2021-22	2022-23	2023-24	2024-25	2025-26
Delegation	Completed				
Receivables management		Completed			
Year-end payables		Completed			
Contracting		Completed			
Pay administration			Planned		
Travel			Planned		
Financial management governance			Planned		
Hospitality				Planned	
Accountable advances				Planned	
Acquisition cards					Planned
Leave					Planned
Special financial authorities					Planned